

**DEPARTMENT OF ADMINISTRATIVE SERVICES
INTERNAL POLICIES AND PROCEDURES**

Subject: Employee Code of Conduct

Date: July 21, 2008

Ref: DHRM Rule R477-9
DAS Moonlighting Policy
DAS Gifts and Gratuities Policy
DTS Rule R895-7, Acceptable Use of Information Technology Resources

Purpose:

The Department of Administrative Services recognizes the conduct of all its employees greatly affects the quality of each employee's work satisfaction and credibility. It further affects the quality of service delivery to its customers. This policy requires that all DAS employees display professionalism in their interactions with co-workers and customers and conduct themselves in such a way as to maintain the public trust. Employees who do not abide by these standards are subject to disciplinary action.

Policy:

1. Employees shall apply themselves to, and shall fulfill their assigned duties during the time for which they are compensated.
2. Employees shall make prudent and frugal use of state funds, equipment, buildings and supplies.
3. Employees shall report to work fit for duty and will not be under the influence of alcohol or illegal drugs, or otherwise impaired due to abuse of prescribed drugs.
4. Employees who are required to drive in connection with their work shall complete a driver's safety course as required by the Division of Risk Management. Employees who are required to drive must have a Fleet Services issued operator identification, and be in possession of a current, valid Utah driver license. Any employee that has their driver's license suspended or revoked, is required to report this promptly to their supervisor.
5. Employees shall treat their fellow employees with respect and courtesy.
6. Employees may not be insubordinate, disloyal or disrespectful to the orders of a supervisor or manager, unless such order is reasonably believed to be in violation of this policy, or other established policy, rule or statute.

7. Employees will be appropriately groomed and dressed for their position.
8. Employees will provide quality customer service to internal and public customers.
9. Employees will avoid all appearance of impropriety when accepting gifts and gratuities. This is more fully described in the Department's Policy on Gifts and Gratuities. Employees directly involved in procurement are not allowed to accept any gifts or gratuities.
10. Employees may not reveal confidential information to unauthorized individuals, or may be subject to criminal penalties as described in UCA Section 63G-2-801.
11. Employees shall abide by all administrative laws, rules, workplace policies and procedures governing their work or professional activities.
12. Employees may not intimidate, use physical harm or threats of physical harm against co-workers, management, or the public at any time.
13. Employees may not cause unnecessary disruption to their co-workers or to the work place.
14. Employees may not use state-owned computers for personal financial gain, for religious use, or political lobbying, for visual or sexually explicit use, nor any other purpose which violates state or federal laws or workplace policies. This is more fully described in the Department of Technology Services Rule R895-7, Acceptable Use of Information Technology Resources.
15. Employees may not misuse sick leave, rest periods, or overtime privileges.
16. Employees will make every effort to maintain appropriate skills for their job assignments.